

Terms

Halls and Apartments:

- Columbia Hall (CRH)
- Elwell Hall (ERH)
- Jessica Kozloff Apartments (JKA)
- Luzerne Hall (LRH)
- Lycoming Hall (LyRH)
- Montgomery Place Apartments (MPA)
- Montour Hall (MRH)
- Mount Olympus Apartments (MOA)
- Northumberland Hall (NRH)
- Schuylkill Hall (SRH)

Management:

- Community Assistant (CA)
- Graduate Hall Director (GHD)
 - CAs report to the GHD, there is one per hall/apartment
- Area Coordinator (AC)
 - GHD's report to the AC, they are in charge of a few halls/apartments
- Resident Hall Director (RHD)
 - AC's report to the RHD, he/she is in charge of all the halls and apartments and all lower management.



CONTACT INFO



GHD

- CRH: Stacey sjk38503 (570)-394-6385
- ERH: Ian ies69723 (570)-394-6380
- JKA: Stephanie snp72013 (570)-394-6383
- LRH: Paul ptc15094 (570)-394-6382
- LyRH: Tom tfm35706 (570)-394-6387
- MPA: Olivia omw40399 (570)-394-6381
- MRH: George gva20031 (570)-394-6384
- MOA: Henry hlb73655 (570)-394-6386
- NRH: Kendall kdr68173 (570)-394-6388
- SRH: Zane zjf32445 (570)-394-6389

AC

- CRH, MRH, NRH: Richard rjp34681 (570)-394-6390
- LRH, LYRH: Ellen etl74365 (570)-394-6391
- SRH, ERH: Bob bdg30272 (570)-394-6392
- JKA, MPA, MOA: Frank fcm36156 (570)-394-6393

RHD

- Mark msa27312 (570)-394-6394



Congrats on becoming a CA!!

**This is a quick
guide on how to be a
great**



**Terms
What's Expected
Rules You Enforce
Tips
Contact Info**



Brought To You By Residential Life

WHAT'S EXPECTED

As a person:

- Be a role model
- Maintain good grades
- Put academics first
- Follow all rules and laws
- Have good communication with residents and management

As part of the job:

- Keep hallway and dorm under control
- Make sure residents follow rules
- Report students who are doing harm to themselves and others
- Be at desk shift on time
- Safety and room checks
- Take attendance at fire drills
- Program bonding and cultural activities
- Help students move in/out
- Decorate hall and create a friendly environment
- Try your best to settle conflict between roommates and hallmates
- Hold hall meetings



RULES

You are expected to enforce these rules at all times, including times when you are not in your hall.

- **Quiet hours from 9pm to 9am**
 - No loud and disruptive noises in the hall or coming from residents rooms
- **24 hour courtesy hours**
 - Noises should not get too loud during the day
- **Visitation**
 - Make sure residents fill out overnight guest registration form on the Residential Life webpage
- **Fire drill**
 - Check to make sure each resident got out safely out of the building
- **"Dry Campus"**
 - Report any drinking that you see



TIPS

To make your job easier from other CAs experience:

- Be friendly
- Be helpful
- Create open communication
- Be social
- Leave your door open so residents know they can come talk to you
- Say "Hi" to your residents when you see them
- Talk to other CAs for advice
- Try to resolve any problems by talking things out
- Create your own rules to help living situations better for everyone

